

**MINUTES OF THE ZOOM VIRTUAL FULL COUNCIL MEETING OF BELPER TOWN
COUNCIL HELD ON TUESDAY 9 JUNE 2020**

PRESENT Councillor Monkman (Town Mayor)
Councillors: Dwyer, Harris, Watson, L Ploughman, N Ploughman, Atkinson, Oldfield,
B Bellamy, R Bellamy, Mallett, Angharad, Porter, Hale and Wilkinson.

11 members of the public.

Town Mayor Cllr Monkman stated we have Pride month during June in which the Pride flags have been displayed. The hanging baskets and planting are now underway. Cllr Monkman has taken a look at the outdoor team's efforts and would like to thank them for keeping this going and the town is looking delightful. The public toilets managed by Belper Town Council are due to be opened on 15 June. Refugee week will commence on 15 June and will run until 21 June usually there are events during this time but these will be held digitally. Cllr Monkman will issue information regarding this event to the Town Clerk to post on the Town Council website. Today is international archive day and Cllr Monkman is pleased to see this has it's own day.

4432 APOLOGIES FOR ABSENCE

None

4433 VARIATION OF ORDER OF BUSINESS

Agenda Item 25 (Unison) move to Item 9

4434 DECLARATIONS OF MEMBERS INTERESTS

Cllr Angharad and Cllr Atkinson as Planning Board Member for AVBC proposed to leave the meeting for Item 10 to avoid predetermination/bias allegations.

4435 CONFIDENTIAL ITEMS

RESOLVED – No confidential matters to discuss

4436 PUBLIC PARTICIPATION

- A member of the public wanted to bring the Council up to date in terms of the World Heritage site and the return of some services. The North Mill re-opening is proving difficult due to social distancing rules they are looking at opening with a pre-booking scheme in place. The North Mill have received a grant from Amber Valley Borough Council (AVBC) which means they are financially secure until next year. The staff at the North Mill are currently furloughed until the end of July but will be coming back part time from the middle of July. The walks around Belper are proving difficult to organise particularly once the shops have re-opened in the town due to queues outside shops. The rural walks could be brought back later in the year. Cromford Mill will be opening to some degree in July. Discovery Days Festival in October will be held digitally due to not encouraging people to come into the Valley.
- Joint convenor and life long living co-ordinator for Unison at Derbyshire County Council stated Unison is the UK's largest trade union serving more than 1.3m members across the public and private sectors. Within Derbyshire they have thousands of members making them one of the largest branches in the Country. The main thrust of their work is representing members in terms of negotiating

and bargaining. Unison is a member led organisation and they frequently consult with their members. They are an active trade union and run many campaigns for better working conditions and pay for their members. Derbyshire Unison has union learning representatives that promote a wide range of learning opportunities for their members. They run local courses mostly free to their members. They have partnerships with various learning providers, and they offer bursaries and grants for some higher education level studies. Many of the courses have recognised qualifications with bursaries towards degree level. They have trained representatives that support members with workplace issues and often this enables those issues to be resolved at an early stage which creates a better working environment for all. Leadership teams meet regularly with senior management to represent members views at a corporate level. They are involved in re-structures and policy setting. Their results often include changes to the original proposals that have been beneficial to both sides. Derbyshire Unison is a well known, well respected trade union.

- A member of the public spoke about the Changing Places toilets which is itemised on the agenda for discussion. A suggestion was made due to the budget being so tight because of COVID-19 and there are toilets coming into Derwent Street and River Gardens perhaps money could be saved on this project. They also stated the Town Centre Post was causing concern as there are two very different motions. Tourism and Heritage is run by Derbyshire County Council, they asked if Council tax was already paid for this service to County and if so would this need to be paid again through Belper Town Council. The one item missing from either motion is Arts, and Belper is becoming the centre of excellence for arts. Money could be focused on an arts centre incorporating a theatre. Communication from the Town Council is also a worry there has never been a discussion in the town regarding Tourism and Heritage. Cllr Monkman requested that the specific queries are raised with her.
- Borough Councillor B Bellamy stated he fully supports the member of public regarding the concerns surrounding the arts within Belper. Cllr B Bellamy spoke about the re-opening of the town centre shops which is set for 15 June. Cllr B Bellamy has been working on social distancing measures in terms of queues with officers at the AVBC. AVBC are not ruling out closing roads but are trying to avoid this. All goods on streets such as A frame signs will be required to be cleared and each shop will need to conduct its own individual risk assessment. Cllr B Bellamy and Cllr Neville have been liaising with Love Belper. Cllr B Bellamy hopes that the public will comply with shops policies on wearing masks, etc. AVBC has given out a lot of business grants to shops and small businesses across the borough. £23m paid out so far, they have also received £1.3m discretionary grant which means they can pay out for some of the loop holes the previous grant missed by the Government scheme. Imploring Councillors and members of the public to give as much support as possible to local businesses.

4437

MINUTES OF THE FULL COUNCIL MEETING

RESOLVED To agree as a true record Minutes 4399-4431 of the Full Council Meeting held on 12 May 2020.

4438

DRAFT MINUTES OF THE FINANCE, GOVERNANCE AND STAFF COMMITTEE

RESOLVED To note the draft minutes of the Finance, Governance and Staff Committee meeting held on 26 May 2020.

4439 MAYORS ANNOUNCEMENTS

Town Mayor wanted to state that due to COVID-19 she had not attended any events, but the Mayor and Deputy Mayor are looking forward to resuming normal activity. The Town Mayor wanted to use this time to thank everyone in the town, all the COVID support groups, all the key workers, everyone who has been working so hard. Also to everyone who has adhered to the guidelines. The Town Council would like to reach out to anyone who has lost someone due to COVID-19 and if there is any way we can support them, please get in touch. TheTown Mayor will not be wearing the Mayoral Chain this year and will be asking by way of a video for the community to get creative and make any type of chain which the Town Mayor will wear.

4440 TRADE UNION RECOGNITION AND LIAISON

RESOLVED Approved the recognition of Unison as a Trade Union within Belper Town Council and appoint a Trade Union Liaison.

Cllr Wilkinson requested a recorded vote on this motion.

Votes recorded FOR this motion	Votes recorded AGAINST this motion
Cllr L Ploughman	Cllr Dwyer
Cllr N Ploughman	Cllr Harris
Cllr Atkinson	Cllr Mallett
Cllr B Bellamy	Cllr Porter
Cllr R Bellamy	Cllr Oldfield
Cllr Monkman (Casting Vote used)	Cllr Hale
Cllr Wilkinson	Cllr Angharad

Cllr Watson abstained from the vote.

4441 FINANCE REPORT

a) 30 April 2020 bank reconciliation figures.

RESOLVED To note

b) Income and expenditure summary as at 31 May 2020 Reference to Appendix 1

RESOLVED To note

c) To review earmarked reserves and general reserves funding for 2020/21.

RESOLVED Cllr Porter together with the Responsible Financial Officer to produce a recommendation paper to bring back to Full Council in July. Working groups for the 750th Anniversary of the Chapel, Railway Jitty Signage and Tea Rooms Opening to report on specific reserves to next Full Council meeting.

Cllr Angharad and Atkinson were removed from the meeting into the waiting room

4442 PLANNING MATTERS

The Council considered the applications and decisions circulated.

a) Planning applications and appeals

RESOLVED To make no comments on the applications listed on the agenda with the exception of planning applications AVA/2020/0253 and AVA/2020/0163 Cllr R Bellamy to produce a report on behalf of the Council for the Town Clerk to submit. Cllr R Bellamy to note no response was made regarding planning application AVA/2020/0291. Cllr B Bellamy to note AVA/2019/0547 appeal decision - refusal upheld.

b) Planning application decisions

RESOLVED To note

c) Neighbourhood Plan Working Group update

No formal written report was supplied to Councillors as the Neighbourhood Plan (NP) is now in the hands of AVBC. Correspondence received regarding two examiners that are proposing to inspect the NP. Neighbourhood Plan Working Group are liaising with AVBC on how to choose an examiner and requesting information on any other options available. Belper's NP is a complex plan AVBC are being careful on how they choose an examiner for the NP.

RESOLVED To note

d) Planning Application AVA/2020/0283

Statement submitted contained an error -An application by local interested parties to buy the land at market price to maintain continuity of this historic usage as allotments has been made. Amend to they had wanted to purchase the land for private use but maintain the trees, land and habitat status.

RESOLVED To note

e) Correspondence received on planning application AVA/2020/0163

RESOLVED To note

Cllr Angharad and Atkinson returned to the Meeting

4443

GRANT APPLICATIONS

No applications have been received.

4444

OUTSIDE BODIES

Cllr Watson spoke about the Matthew Smith Almshouses as a group they are keen to build Almshouses. As a group they have agreed to pursue land at the bottom of Derwent Street which Cllr Porter and Cllr B Bellamy as AVBC Councillors are pursuing on their behalf. It would be to the Town Council's credit if they were involved in building social housing.

4445

BELPER BOUNCES BACK

RESOLVED To approach groups, charities and organisations in the Parish inviting them to contact the Town Council if they feel Belper Town Council may be able to assist them in their recovery after the present lockdown of services. This will be by way of flyers, website, email, post, letter and direct contact. A working group established consisting of Cllr Harris and the Responsible Financial Officer to present a report to July Full Council on the requests received and what financial support could be allocated as an emergency budget.

4446

TOWN CENTRE POSITION

a) Town Centre Heritage and Tourism Manager

RESOLVED Town Council is against this motion.

b) Town Centre Development Post Reference to Appendix 2

RESOLVED - Job description be accepted as a 30 hour flexible working contract and sent to DALC for grading. Due to the slippage that has already occurred in this financial year against this budget allocation that an initial start up budget be allocated of £5,000 in the current financial year. That an initial budget of £2,000 be allocated to improve and update the Belper Town Council website to enable a marketing and promotions element.

Cllr Wilkinson would like to minute that he voted against this motion as it is not a full time role. Cllr Wilkinson also would like to minute Cllr Mallett's conduct during the meeting.

Town Mayor suspended standing order 3(w) until 10pm

4447 ACCESSIBILTY STRATEGY

RESOLVED Approved a working group consisting of Cllr Mallett, Cllr Angharad, Cllr Hale, two members of Accessible Belper to develop an overarching Accessibility Strategy for the town of Belper for consideration and agreement at a future meeting of the Council.

4448 NEIGHBOURHOOD PLAN FINANCIAL REPORT

RESOLVED To note

4449 THE GREEN, PINGLEWICK SITE

RESOLVED Town Clerk to raise this site with the outdoor team and report back to the next Facilities, Environment and Local Economy Committee.

4450 SUMMER FOOD FESTIVAL AND LARKS IN THE PARKS EVENTS

RESOLVED Deferred the Summer Food Festival and Larks in the Park for August until Council can make an informed decision.

4451 CLLR CANNON'S RESIGNATION FROM BELPER TOWN COUNCIL

RESOLVED To note Town Clerk circulated information received from AVBC regarding the vacancy process. Town Mayor stated the Town Council would like to thank Cllr Cannon for his service to the Council.

4452 APPOINTMENT OF COMMITTEE MEMBERS AND REPRESENTATIVES DUE TO RESIGNATION RECEIVED

a) Arts, Events and Heritage Committee

RESOLVED Cllr Dwyer

b) Finance, Governance and Staff Committee

RESOLVED Cllr Mallett

c) Planning Co-ordinator for South Ward

RESOLVED Cllr Wilkinson

d) Trustee of the Herbert Strutt Charity

RESOLVED Cllr Dwyer

e) Belper Leisure Centre Representative

RESOLVED Cllr Mallett

f) Fleet Arts Representative

RESOLVED Cllr Dwyer

g) Arts Trail Representative

RESOLVED Cllr Watson

4453 INFORMATION RECEIVED FROM AVBC REGARDING THE LOCAL ECONOMY

RESOLVED Deferred to July's meeting

- 4454 COUNCIL POLICIES RECOMMENDED BY THE FINANCE, GOVERNANCE AND STAFF COMMITTEE**
- a) Councils Memorials Policy
 - b) Event Policy
 - c) Information Security Incident Policy
 - d) IT Replacement Policy
 - e) Mobile Phone Policy
 - f) Recruitment and Selection Policy
 - g) Reference Policy and Procedure
 - h) Retention and Disposal Policy
 - i) Safety at Events Policy
 - j) Social Media and Internet Policy
 - k) Zero Tolerance Policy
- RESOLVED** Deferred to July's meeting
- 4455 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2019/20**
- a) To confirm that there is a sound system of internal control – Annual Governance Statement
 - b) To confirm and approve the Accounting Statement
- RESOLVED** Deferred to July's meeting
- 4456 DISCIPLINARY AND GRIEVANCE WORKING PARTY MEMBERS**
- RESOLVED** Deferred to July's meeting
- 4457 LINE MANAGEMENT OF TOWN CLERK**
- RESOLVED** Deferred to July's meeting
- 4458 ANTI-RACIST MOTION**
- RESOLVED** Deferred to July's meeting
- 4459 ACCOUNTING SOFTWARE MOVEMENT FROM SAGE TO SCRIBE**
- RESOLVED** Deferred to July's meeting
- 4460 CLERKS REPORT**
- a) Bus Shelter at Milford
 - b) Handrail at Milford
 - c) Canoe Pass installation
 - d) Car park barrier
 - e) Land at Milford
 - f) Portable banner for Councillors
 - g) Potential Allotment sites
 - h) Shared carparking
 - i) CCTV
 - j) Orchard Tree Planting AVBC
 - k) Bench at the bottom of Mount Pleasant Drive
 - l) 100 year Centenary Board
 - m) Renewal of the Monthly Market signage and banners
 - n) Adult safeguarding course
 - o) DALC Essential Councillor Training
- RESOLVED** Deferred to July's meeting

4461 DALC JUNE NEWSLETTER
RESOLVED Deferred to July's meeting

4462 CHANGING PLACES FACILITY
RESOLVED Deferred to July's meeting

The Meeting closed at 9.55pm

Signed
Town Mayor Date 14 July 2020

Appendix 1

Belper Town Council

1 June 2020 (2020 - 2021)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/05/2020)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Electricity - St Johns				13,500.00	2,553.34	10,947	10,947
14	Water - St John's				300.00		300	300
15	Clearing Materials - St John's				200.00		200	200
16	Alarm System - St John's				1,000.00		1,000	1,000
17	Phone/broadband				1,500.00	190.29	1,310	1,310
18	Computer Support				2,500.00	872.61	1,627	1,627
19	Insurance				4,500.00		4,500	4,500
20	Audit				916.00	100.00	816	816
21	Data Protection				200.00		200	200
22	Subscriptions				2,250.00	2,147.27	103	103
23	Print, Post and Stationery				2,500.00	188.77	2,311	2,311
24	Office Equipment				1,000.00	2,767.42	-1,767	-1,767
25	Repairs and Maintenance				255.00		255	255
26	Bank Charges				300.00		300	300
27	Elections				6,250.00		6,250	6,250
28	Carpark lease				7,700.00	894.00	7,006	7,006
29	Misc Admin Costs				1,500.00		1,500	1,500
SUB TOTAL					46,371.00	9,513.70	36,857	36,857

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
85	Lease				210.00	210.00		
86	Water - Allot				215.00		215	215
87	Maintenance				200.00		200	200
SUB TOTAL					625.00	210.00	415	415

Arts, Events and Heritage Comm

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
103	St Johns 750th Anniversary				5,000.00		5,000	5,000
104	Railway Jitty Signage				5,000.00		5,000	5,000
105	Tee Rooms Opening				1,000.00		1,000	1,000
SUB TOTAL					11,000.00		11,000	11,000

Community Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69	Grit and Bins				1,300.00		1,300	1,300
70	Dog Bags				1,500.00		1,500	1,500
71	Noticeboards				100.00		100	100
72	Strutt St Toilets - NNDR				1,300.00		1,300	1,300

Belper Town Council

1 June 2020 (2020 - 2021)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/05/2020)

73 Strutt St Toilets - Utilities	1,500.00	385.57	1,114	1,114
74 Changing Facility Oncosts	3,800.00		3,800	3,800
SUB TOTAL	9,500.00	385.57	9,114	9,114

Contingencies

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
85 Contingencies				5,000.00		5,000	5,000
SUB TOTAL				5,000.00		5,000	5,000

Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78 Remembrance Sunday				550.00		550	550
79 Larks in the Park				3,500.00		3,500	3,500
80 Christmas Lights/Trees				17,000.00	2,875.38	14,125	14,125
81 Christmas Switch On				1,200.00		1,200	1,200
82 Carol Service				650.00		650	650
83 Food Festival - Summer				3,000.00	20.00	2,980	2,980
84 Food Festival - Christmas				3,000.00		3,000	3,000
SUB TOTAL				28,900.00	2,895.38	26,005	26,005

Facilities Committee

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
89 Carbon Plan				3,000.00		3,000	3,000
90 Changing Places Facility				10,190.00		10,190	10,190
100 Millod Bus Stop				4,000.00		4,000	4,000
101 Pod Point Studies				1,800.00	1,000.00	800	800
102 Community Playspaces				20,000.00		20,000	20,000
SUB TOTAL				38,990.00	1,000.00	37,990	37,990

Floral Displays

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44 Plants				12,000.00		12,000	12,000
45 Planters, Baskets etc				500.00		500	500
46 Compost etc				1,200.00	935.10	265	265
47 Misc Expenditure		50.00	50	4,000.00	16.41	3,984	4,034
SUB TOTAL		50.00	50	17,700.00	951.51	16,748	16,798

Belper Town Council

1 June 2020 (2020 - 2021)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/05/2020)

General Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	± Under/over spend
53	Refuse Disposal				1,500.00	236.40	1,264	1,264
54	Equipment/Consumables				400.00		400	400
55	Jubilee Clock				200.00	190.00	10	10
56	Defibrillator Maintenance				500.00		500	500
57	Tree Survey				435.00	250.00	185	185
SUB TOTAL					3,035.00	676.40	2,359	2,359

Grants - S137

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	± Under/over spend
58	Fleet Arts				11,288.00		11,288	11,288
59	Misc Grants				20,000.00		20,000	20,000
60	Derbyshire Unemployed Centre				5,000.00		5,000	5,000
61	Belper Early Years Fun				3,000.00		3,000	3,000
62	Citizens Advice Bureau				10,115.00	10,115.00		
63	AV Community Transport				2,500.00		2,500	2,500
64	Drop In/Youth Provision				4,000.00		4,000	4,000
65	Belper North Mill Trust				10,914.00		10,914	10,914
66	Derbyshire Children's Holiday Hon				1,000.00		1,000	1,000
67	Street Angels				650.00		650	650
68	Accessible Belper				510.00		510	510
SUB TOTAL					68,977.00	10,115.00	58,862	58,862

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	± Under/over spend
1	Precept	453,160.00	226,580.00	-226,580				-226,580
2	Market Rent	6,000.00	67.50	-5,933				-5,933
3	Fairs - Rent	3,250.00		-3,250				-3,250
4	Floral Sponsorship	7,450.00		-7,450				-7,450
5	PROW Maintenance Grant	513.00	559.00	46				46
6	Community Toilet Scheme	600.00		-600				-600
7	Promotion Income	320.00		-320				-320
8	Food Fair Rents	13,500.00		-13,500				-13,500
9	Christmas Festivities	3,000.00		-3,000				-3,000
10	Christmas Switch On	2,000.00		-2,000				-2,000
11	Allotment Rents	562.00		-562				-562
12	Misc Income	230.00		-230				-230
98	Gross Bank Interest	500.00	538.92	39				39
SUB TOTAL		491,065.00	227,745.42	-263,340				-263,340

Belper Town Council

1 June 2020 (2020 - 2021)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/05/2020)

Market Place

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35 Electricity - Mkt Pl				410.00	32.38	378	378
36 NNDR				700.00	134.35	566	566
37 Market Stalls				3,800.00	300.00	3,500	3,500
38 Misc Expenditure				200.00		200	200
SUB TOTAL				5,110.00	466.73	4,643	4,643

Mayor

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30 Mayors Allowance				2,080.00	296.00	1,784	1,784
31 Civic Service				1,275.00		1,275	1,275
SUB TOTAL				3,355.00	296.00	3,059	3,059

Memorial Gardens

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32 Electricity - Mem Gdns				710.00	105.72	604	604
33 Shrubs, Trees, etc				300.00		300	300
34 Misc Expenditure				400.00		400	400
SUB TOTAL				1,410.00	105.72	1,304	1,304

Neighbourhood Plan

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
106 Consultant Fees							
107 Room Hire							
108 Misc Expenditure							
SUB TOTAL							

PR

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75 Promotion				500.00		500	500
76 Website				552.00		552	552
77 Newsletter				5,000.00		5,000	5,000
SUB TOTAL				6,052.00		6,052	6,052

Belper Town Council

1 June 2020 (2020 - 2021)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/05/2020)

Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
93	Salaries - NET		362.12	362	157,215.00	18,367.58	138,847	139,210
94	Training and Development				2,000.00		2,000	2,000
95	Protective Clothing				500.00		500	500
96	Recruitment Advertising				100.00		100	100
97	Mobile Phones				60.00		60	60
99	Staff Review				10,460.00		10,460	10,460
109	PAYE				11,315.00	1,885.80	9,429	9,429
110	NIC - Employer				10,529.00	1,754.84	8,774	8,774
111	NIC - Employee				9,156.00	1,525.92	7,630	7,630
112	Pension Contributions - Employee				8,184.00	1,363.98	6,820	6,820
113	Pension Contributions - Employer				33,019.00	5,503.16	27,516	27,516
SUB TOTAL			362.12	362	242,538.00	30,401.28	212,137	212,499

The Coppice

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Electricity - Coppice				1,300.00	277.14	1,023	1,023
40	Water - Coppice				165.00	43.93	121	121
41	Alarm System - Coppice				650.00		650	650
42	Misc Expenditure				1,500.00		1,500	1,500
43	Funfair Expenses				100.00		100	100
SUB TOTAL					3,715.00	321.07	3,394	3,394

Vehicles and Equipment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
48	Repairs and Maintenance - Vehicle				350.00		350	350
49	Repairs and Maintenance - Equip				1,350.00	5.86	1,344	1,344
50	Fuel				1,080.00	53.29	1,027	1,027
51	Road Fund Licence				262.00		262	262
52	Misc Expenditure				100.00	11.05	89	89
SUB TOTAL					3,142.00	70.20	3,072	3,072

Youth Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Youth Council				5,000.00		5,000	5,000
92	Urban Initiative				1,125.00		1,125	1,125
SUB TOTAL					6,125.00		6,125	6,125

Belper Town Council

1 June 2020 (2020 - 2021)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/05/2020)

Summary

NET TOTAL	491,085.00	228,157.54	-262,927	501,545.00	57,408.56	444,136	181,209
V.A.T.		0.00			1,649.50		
GROSS TOTAL		228,157.54			59,058.06		

Appendix 2

PURPOSE REPORT GIVING BACKGROUND INFORMATION FOR TOWN CENTRE DEVELOPMENT POST.

Compiled by the Working group of Councillors Angharad , Porter and Harris.

Task

To ensure that the post co-ordinates with existing staff roles and does not disadvantage their current job descriptions. That a staff review is established to confirm this. To gather information from local organisations which may impact on the post. To research examples of other authorities with similar posts .The completion of the task has been impacted by a world wide pandemic which has led to some of the consultees being unavailable.

Internal staff consultation.

The staffing review has been completed and the proposed job description will complement and not detract from the employment rights of existing staff.

External consultation and desktop review.

A review of national job descriptions of posts with heritage responsibilities show that the vast majority of them sit at borough or unitary council level. This gives them the status , salary and protection of sitting at a second or even third tier council level , not at first tier . Parish/Town Council posts have economic development , tourism and marketing as their main focus.

Feedback from Head of Conservation ,Heritage and Design,Derbyshire County Council.

This information was all gathered prior to the current C19 crisis and future plans may change.

DCC responsibility for the above is statutory and would not be delegated to a parish/Town Council. They administer the DVMWHS on behalf of the Secretary of State . The DVMWHS team are the source of heritage grant information and links with Historic England and HLF , it was clear that a parish \Town Council could not apply directly for heritage grants nor that having a heritage professional in the post would improve that likelihood . The current 2.5 FTE posts are the minimum that are needed to retain WHS status and any attempt to reduce that number would be regarded as risking the designation . They currently have 2 temporary project posts in the team and would always welcome extra capacity. All current programmes e g Discovery days , walks etc. run by the team are set to continue .

The new Management report for the DVMWHS 2020-25 shows a desire for greater liason with the parish/ Town councils in the Valley. There is a new Technical group being created which will meet twice per year and they would welcome a post which would have a direct link into that group and be able to follow up actions needed. They also intend to have a promotions and marketing strategy which would fit well with the proposed role. The major DVMWHS project for Belper over the next few years is to create a new visitor centre at the North Mill. Any improved liason with the town council to promote this would be welcomed.

The marketing and tourism strategy for the county feeds into Marketing the Peak District and Derbyshire and Destination Derby programmes which do the data gathering and research . They then coordinate and oversee the strategic plan. Any post holder would be able to link in to these groups and also the Derbyshire Market Towns Initiative to promote development in Belper.

There is an Economic and Business development post at DCC which was not appointed to at the time of this interview. It feeds into and receives grants and information from D2N2. Any search for business and economic development grants would ultimately go through that route .A dedicated post could make researching those grants a priority.

Feedback from manager of North Mill.[now furloughed]

There is no obvious role for a heritage element in the BTC post in relation to the N M . They had enough volunteers etc to maintain current levels of service, though the Covid 19 restrictions have had a severe impact . This could change in the future if the DCC plans to expand the visitor centre are realised. The manager would welcome increased capacity in BTC to support marketing and promotions that included the NM . Data has been made available from the Finance officer about the current visitor levels at NM , approximately 5000 visits pa , for the last 2 years.

Direct contact with Love Belper and the local business community has been affected by the current crisis and can be followed up later.

Researching the post

The research on a large number of Council Web sites and the information from the largest local government employment recruiting agencies established that Town Councils regularly had a post that focused on the Marketing and Development of Town Centres and Tourism. Most councils already had or were developing Town Centre and Business strategies or Action Plans.

Post holders often had Business or Marketing qualifications with expectations they could oversee the development of web sites and other promotional material. Post holders were expected to establish links with all businesses in the Town Centre, not just retail outlets. The regular use of Town Centres by residents was seen as equally as attracting visitors with the Town often described as a destination.

For Belper to establish a Marketing and Tourism post would not be unusual for a Town our size.

Hours of work

Comparative sized towns seem to have a part-time post holder. This could be expanded as and when demand increased.

MOTION

- 1.That the attached job description be accepted as a 30 hour flexible working contract and sent to DALC for grading.
2. Due to the slippage that has already occurred in this financial year against this budget allocation that an initial start up budget be allocated of £5 k in the current financial year . That an initial budget

of £2k be allocated to improve and update the BTC website to enable a marketing and promotions element.

Belper Town Council

Job Description

Post title,

Marketing , Economic Development and Tourism Co-ordinator.

Responsible to.

Belper Town Clerk

Hours.

3 and half days a week, with the flexibility to include weekends. Hours to be reviewed after one year.

Salary

To be graded by DALC

Job Purpose.

The post holder will be responsible for promotion and marketing the Town of Belper and village of Milford to support the vibrancy of the Town. This will include promoting Belper and Milford as a places to visit, work and invest. The role will support the development of a Town Centre action plan and will involve working closely with a variety of partners including Amber Valley Borough Council, Accessible Belper, Love Belper and Transition Belper.

Main Duties and Responsibilities

To prepare, deliver and monitor a Town Centre business plan with key stakeholders, local businesses and community groups to attract investment and trade to the Town and secure private and public sector resources to achieve the agreed business plan. To ensure the Town Centre business plan is underpinned by the Council's Accessibility Strategy and become an Accessibility Champion.

To work in identifying any potential sources of grants or other external funding to enhance Belper Town Centre and to work with the Council's Finance Officer to compile funding applications to external organisations including central and local government.

To ensure staff and councillors are made aware of national, regional and local initiatives in town centre economic and tourism development eg Derbyshire Market Towns Initiative, DVMWHS management plans , Marketing Peak District and Derbyshire.

To develop and maintain positive working relationships with Town Centre businesses and other Town Centre users in connection with the Council's events, tourism and promotional activities. To develop and implement promotional incentives to encourage increased numbers of visitors to the Town.

To assist and work with the Town Clerk in the development of an interactive web site and other promotional material to promote Belper and Milford as a visitor destination and develop incentives to encourage increased numbers of visitors to the Town.

To ensure the first impression of the Town is positive and information is adequately available in terms of public transport, parking, navigation and access in the Town. To develop and implement incentives to coach and group travel operators.

To work with partners, community groups and other organisations, as appropriate to help plan and deliver other events and festivals not wholly managed by the Town Council.

To work with the Assistant Town Clerk in developing the Town's Events Calendar and developing the Belper Monthly Market and other occasional Markets.

The post will include some evening, weekend and Bank Holiday work.